

Introduction

The "How to Add & Maintain Agency Users" Quick Reference Guide is designed to provide the minimum steps necessary to adding and editing agency users and their profile.

<u>Note:</u> If you are an Administrator for more than one organization, you can select which organization to maintain by clicking the eyeglass lookup at the top of the screen

Pre-requisites

You must have the Organization Administrator Role.

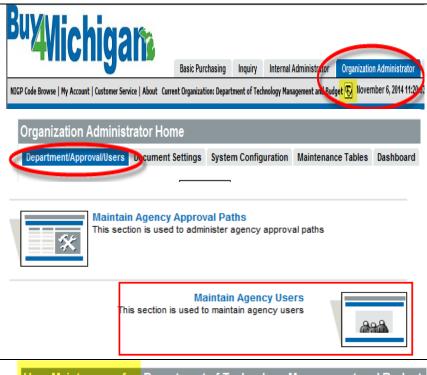
Steps

Step 1:

a.) From the home screen once logged in, select the
 Organization Administrator tab located at the top of the page.

The Org. Admin. Home Page displays.

b.) Click the Maintain Agency Users icon



Step 2:

The **User Maintenance page** displays with a list of users in the current organization.

- a.) If you wish to update a current user's information you can select from the list provided OR enter search criteria & click the Find it button.
- b.) Click the user link.





